

ORGANIZATIONAL MEETING
ERIE COMMONS METROPOLITAN DISTRICT NO. 3

Monday, November 25, 2019 at 2:00 p.m.
2500 Arapahoe Avenue, Suite 220, Boulder, Colorado

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| Jon Lee, Director | Term to May 2022 |
| Jessica Brothers, Director | Term to May 2022 |
| Steve Rane, Director | Term to May 2022 |
| VACANT | Term to May 2020 |
| VACANT | Term to May 2020 |

NOTICE OF ORGANIZATIONAL MEETING AND AGENDA

1. Call to Order/Declaration of Quorum
2. Conflict of Interest Disclosures
3. Approval of Agenda
4. Consider Appointment of Officers
5. Public Comment - Members of the public may express their views to the Board on matters that affect the Districts. Comments will be limited to three (3) minutes.
6. Consent Agenda
 - a. Consider Adoption of Public Records Request Policy (*enclosure*)
 - b. Consider Adoption of Resolution Adopting the Colorado Special District Records Retention Schedule (*enclosure*)
 - c. Consider Approval of Notice to Electors - § 32-1-809, C.R.S. (*enclosure*)
 - d. Acknowledge Recording of Special District Public Disclosure Document as required by § 32-1-104.8, C.R.S. (*enclosure*)
 - b. Discuss and Consider Adoption of Resolution Providing for the Defense and Indemnification of Directors and Employees of the District (*enclosure*)
 - e. Discuss and Consider Adoption of 2019 and 2020 Annual Administrative Resolution (*enclosure*)
 - f. Consider Adoption of Resolution Calling the May 5, 2020 Election (*enclosure*)
 - g. Consider Approval of Execution of (1) Form SS-4 Application for Federal Employer Identification Number; (2) Application for Colorado Sales Tax Exemption Number; and (3) Application for Assignment of PDPA Numbers (*enclosure*)
 - h. Consider Approval of Resolution Concerning Authorization for Approval of Contracts and Payment of Claims (*enclosure*)
 - i. Consider Approval of Resolution Adopting Personal Data Privacy Policy (*enclosure*)
7. Insurance & Liability
 - a. Discuss Director Liability Issues and Memorandum Re: Crime Coverage, Fidelity Bonds and Designated Agent Endorsements (*enclosure*)

- b. Discuss Insurance Requirements (public official’s liability, general liability, workers’ compensation, comprehensive crime) and Consider Adoption of Resolution Approving an IGA with the Colorado Special Districts Property and Liability Pool and Authorize Membership in the Special District Association (*enclosure*)
 - d. Discuss BMO Worker’s Compensation Coverage and Consider Authorizing Filing of Exclusion of Uncompensated Public Officials form for 2020 Policy Period (*enclosure*)
 - e. Consider Approval of Property and Liability Insurance Limits and Deductibles
8. Legal Matters
- a. Public Hearing on Inclusion of Properties
 - i. Consider Approval of Resolution for Inclusion of Properties (*enclosure*)
 - ii. Continuation of Inclusion Hearing for Additional Petitions
 - d. Consider Approval of Intergovernmental Agreement with the Town of Erie Regarding the Service Plan (*enclosure*)
 - e. Consider Approval of District Administration Service Agreement (*with Erie Commons Metro Districts Nos. 1 and 2*) (*enclosure*)
 - a. Consider Approval of Engagement Letter with White Bear Ankele Tanaka & Waldron for Legal Services (*enclosure*)
 - b. Acknowledge Erie Commons Metro District No. 1 via District Administration Service Agreement Providing Accounting Services
9. Financial Matters
- a. Discuss and Consider Establishment of Bank Accounts and Authorize Signers on the Accounts (with all checks requiring two signatures)
 - b. Public Hearing on 2019 Budget
 - i. Consider Approval of Resolution Adopting the 2019 Budget (*enclosure*)
 - c. Public Hearing on 2020 Budget
 - i. Consider Approval of Resolution Adopting the 2020 Budget (*enclosure*)
 - d. Other Financial Matters
10. Series 2019 Bond:
- a. Resolution Approving Series 2019A and 2019B Bonds Pledge Agreement with Erie Commons Metropolitan District No. 2

Adjourn